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| **Post Title:** | Teaching Assistant |
| **Salary:** | Band 1 Support |
| **Location of Work** | Worsbrough Bank End Primary School |
| **Directly responsible to:** | Headteacher |
| **Hours of Duty:** | 30 hours per week, term time plus 4 inset days |

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| **FOR CHILD PROTECTION PURPOSES AN ENHANCED DISCLOSURE WILL BE REQUIRED FOR THIS POST** |

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| **PURPOSE OF THE ROLE**    To work with senior staff and teachers to support teaching and learning, to undertake work/care/support/therapy programmes, providing general and specific assistance to pupils to enable access to learning and to assist in the management of pupils and the classroom. Work may be carried out in the classroom or outside the teaching area. Provide general support in a specific curricula/resource area, including preparation and maintenance of resources and support to staff and pupils. Lunchtime and break time supervision. | |
| **RESPONSIBILITES**    Key duties:   1. Work with individuals or small groups of pupils to undertake learning and play programmes and provide feedback to the teacher 2. Support pupils to understand instructions, support independent learning and inclusion of all pupils 3. Support the teacher in behaviour management and keeping pupils on task 4. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate 5. Prepare and clear up the learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment. 6. Attend to the pupils’ personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters 7. Supervise and support pupils ensuring their safety and access to learning 8. Establish good relationships with pupils, acting as a role model and being aware of and   responding appropriately to individual needs   1. Promote the inclusion and acceptance of all pupils 2. Encourage pupils to interact with others and engage in activities led by the teacher 3. Encourage pupils to act independently as appropriate 4. Support pupils in accessing learning activities as directed by the teacher. 5. Prepare the learning environment as directed for lessons and clear afterwards and assist with the display of pupils work, ensuring the maintenance of a clean and orderly environment 6. Be aware of pupil problems/progress/achievements and report to the teacher as agreed 7. Record basic pupil data 8. Assist with break-time/lunchtime supervision, including facilitating games and activities 9. Assist with escorting pupils on educational visits 10. Support pupils in using basic ICT 11. Any other duties required, commensurate with the responsibility and level of this post. |

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| **INDICATIVE KNOWLEDGE, SKILLS AND EXPERIENCE**   1. Working at or towards national occupational standards (NOS) in Supporting Teaching and Learning (core and relevant optional units as required) reflected in the level 2 NVQ and Level 2 certificate in supporting teaching and learning on the Qualification and Credit Framework or equivalent experience 2. Knowledge and compliance with policies and procedures relevant to child protection and health and safety. 3. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person 4. Be aware of and support difference and ensure all pupils have equal access to opportunities to    1. learn and develop 5. Contribute to overall ethos/work/aims of the school 6. Appreciate and support the role of other professionals 7. Attend relevant meetings and participate as required 8. Participate in other learning activities and performance development opportunities as required 9. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes, e.g. clubs, extra curriculum activities |

| **Criteria No** | **Attributes** | | **Criteria** | **How Identified** | **Rank** |
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| 1. | **Experience** | | Recent relevant experience | A/I | Essential |
| 2. |  | | Working with or caring for children of relevant age | A/I | Essential |
| 5. |  | | General technical/resource support | A/I | Desirable |
| 4. | | **Education and Training Attainments** | Minimum Level 2 qualification in Supporting Teaching and Learning or similar | A/I | Essential |
| 5. | |  | GCSE Grade A to C in English and Maths or equivalent (e.g. Level 2 Adult literacy and Adult Numeracy) | A/I | Essential |
| 6. | | A willingness to participate in development and training opportunities | A/I | Essential |
| 7. | | **General and Special Knowledge** | Appropriate knowledge of first aid | A/I | Desirable |
| 8. | |  | Willingness to undertake first aid training | A/I | Essential |
| 9. | | Use of basic technology – computer, video, photocopier | A/I | Essential |
| 10. | **Skills & Attributes** | | Ability to relate well to children and adults | A/I | Essential |
| 11. |  | | Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these | A/I | Desirable |
| 12. | **Additional factors** | | Demonstrate a commitment to Equal Opportunities | A/I | Essential |
| 13. |  | | To comply with all United Learning Academy Trust policies adopted by the Local Governing Body for example, Health and Safety, Equal Opportunities and data protection. | A/I | Essential |